



Agencies Take Advantage of Special Sessions

Customized Training Direct to You!

Did you know that PDS can bring practically any of its courses to your agency as a special session or provide a custom training session? This is especially great for those located outside of the Des Moines area. Let us bring training to you!

Some of the more popular sessions that we have done recently include:

- Communication and Teambuilding
- Conflict Management
- Dimensions of Behavior
- Computer Courses
- Applied Management Series Courses

To learn more about how PDS can help your agency, send us an e-mail at pds@iowa.gov.

Certificate Programs

Help Employees Sharpen Skills and Position for Career Advancement

Are you looking for a way to prepare yourself for the next level of your career? Consider enrolling in a PDS certificate program. With five programs available, there is bound to be one that's right for you. Many programs also allow participants to select elective courses in their interest area.

Applied Business Series

Administrative Assistant



**Certificate
Program**

Achievement Certificate

Foundations of Government

Applied Management Series

There is open enrollment for each program. Depending on the program, participants have two – three years in which to complete the required curriculum. Start your program today so you are prepared for your future!

Program descriptions for certificate programs can be found on the [PDS website](http://www.pds.iowa.gov).

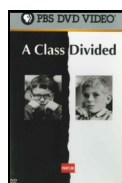
Diversity in the Workplace

It's easy to make the business case about the benefits of fostering an inclusive work environment, but actually making it happen is easier said than done.

As part of the Governor's Executive Order Four, state employees have been attending a half-day workshop, "Unleashing the Power of Diversity". A dozen trainers are traveling across the state conducting sessions to help raise awareness and appreciation of fellow employees. More than 389 sessions have been conducted to date with approximately 370 more scheduled through the end of the calendar year. ([Diversity Schedule](#))

"It's really a chance to have a conversation about differences," said one attendee recently. "We all experience diversity every day at work, but don't acknowledge its importance. This is a special time set aside to learn more about others but in the process, learn about one's self."

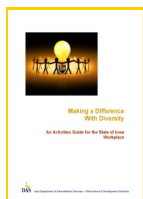
Miss Jane Elliott's famous "Blue Eye/Brown Eye" experiment is a feature of the class. In 1968, Jane Elliott was teaching 3rd graders in Riceville, Iowa. The day after Martin Luther King was assassinated; she decided to conduct an experiment with her class to teach the students about discrimination and privilege in a way that would change their lives forever. Decades later, we are still learning about discrimination from viewing and discussing the documentary.



[View](#)

In addition to this half-day workshop, PDS offers a full day session for [managers & supervisors](#), along with several other diversity-related classes. If you would like to learn more about diversity training, please contact us at pds@iowa.gov or check out our diversity page on our [website](#).

All managers & supervisors received a copy of the Diversity Resource Guide after attending class. It contains a wealth of ideas on promoting diversity awareness in the workplace.



[View](#)

Certified Public Manager Program

Congratulations to the Graduates of CPM Cohort 9!

Congratulations to the CPM graduates of Cohort 9. Thirty-one participants successfully completed the eighteen month program!



New CPM cohorts start every six months. If you are interested in learning more about a program that will impact your professional development in a positive way, advance your leadership skills and contribute significantly to the betterment of state government, check out the CPM [website](#).

Can You Compute?

PDS has expanded the Microsoft Office 2007 computer course line-up! Excel, Access, Word & PowerPoint are available right here at the Hoover Building. Check out our [website](#) for dates.



Summer Savings for You



Take advantage of summer savings on select PDS courses! Details are available on our website at: <http://learnatpds.iowa.gov>.

FY10 Class Schedule Now Online

If you haven't had a chance to go out to the PDS website recently, now you have a great reason to! The new FY 10 PDS course calendar is now available online!



Check out the calendar and watch for many **NEW** courses

[View](#)

Upcoming PDS Workshops

[Communication Enhancement](#) (GI 198)
July 28, 2009 ♦ 8:30 - 4:30 ♦ \$159

[Business Ethics](#) (SC 240)
July 29, 2009 ♦ 8:30 - 4:30 ♦ \$159

[Creative Thinking & Problem Solving](#) (GI 160)
July 30, 2009 ♦ 8:30 - 4:30 ♦ \$159

[Managing Conflict in the Workplace](#) (GI 165)
August 6 ♦ 8:30 - 4:30 ♦ \$175

[Developing a Customer Focused Organization](#) (SC 254)
August 25, 2009 ♦ 8:30 - 4:30 ♦ \$159

[Preventing Sexual Harassment: Employees](#) (GI 052)
August 27, 2009 ♦ 8:30 - 12:30 ♦ \$39

[Influencing & Negotiating for Results](#) (GI 218)
September 16 ♦ 8:30 - 4:30 ♦ \$159

[Listening: The Forgotten Skill](#) (GI 003)
September 22 ♦ 8:30 - 4:30 ♦ \$115

For a complete listing of our upcoming workshops, check out our [website](#).